

## Soil Conservation District

### Fiscal Year Calendar of Events

#### July

Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Start of SCC/SCD fiscal Year (7/1/)  
Distribution of first allocation of state matching funds to SCD's  
SCC Meeting  
IASCD Directors's meeting  
IDEA Director's meeting  
District annual financial records to auditor  
Review and evaluate previous year's work plan  
Begin preparation of Annual Report of Accomplishments  
Canon National Envirothon Contest

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#### August

Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Resolutions to Districts in respective Division and IASCD  
Prepare Annual Report of Accomplishments  
IASCD Conference packets circulated  
Last day to file as candidate for supervisor elections (Sept. 1-even numbered years)

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#### September

Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
SCC Meeting  
End of county and federal fiscal year (Sept. 30)  
Quarterly State and Federal employee tax reports  
Send SCD financial reviews to SCC Boise Office  
Send SCD Annual Report of Accomplishments  
IASCD Division Meeting Agenda to SCD's  
IASCD Awards Nominations Due  
IDEA Awards Nomination Due

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#### October

Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
IASCD Fall Division meetings (poster contest, speech contest, resolution)  
IASCD Division Director elections  
    Division I, III, V - odd number years  
    Division 2, IV, V - even number years  
Notices of election published in legal section of newspaper (even numbered years at least 12 days and 5 days before election)  
Idaho State Land and Soil Evaluation Event (Burley)

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**November**    Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
IASCD Annual Conference  
IASCD Director's Meeting  
SCC Meeting  
IDEA Meetings  
Notify County Clerk of intention to conduct election (odd numbered years)  
District Supervisors election (even numbered years)

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**December**    Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Submit Receipt of County Funds form  
Quarterly State and Federal employee tax reports

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**January**        Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Districtbution of second allocation of state matching funds to SCD  
Contact County Commissioners for Letter of Intent  
Newly elected supervisors take office (odd numbered years)  
Elect board officers (board reorganization)  
Idaho legislative session begins  
Review MOU's and agreements with agencies and organizations  
SCC Meeting  
IASCD's Directory meeting  
IDEA Directors' meeting  
New Supervisor orientation  
Oath of Office forms sent to SCC (even numbered years)  
IRS W2's and 1099 forms and reports due

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**February**        Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Review and revise Resouce Conervation District Annual or Five Year Conservation Plan  
NACD Annual Conference  
IASCD Division meeting agenda to SCD's  
Ag Summit Conference  
Statehouse SCD Displays  
Begin planning Soil Stewardship Week  
IASCD Spring Division meeting (Division III)

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**March**      Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
IASCD Spring Division Meetings (Division I,II,IV,V,VI)  
SCC Meeting  
Ag Day (March 20)  
Quarterly State and Federal employee tax reports

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**April**      Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
Hold public meeting on Annual Work Plan/Five Year Resource Conservation Plan  
Prepare nominations for IASCD Awards  
Prepare nominations for IDEA Award  
Earth Day observance (April 22)  
Budget hearing notice sent to SCD's  
Soil and Water Stewardship Week

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**May**      Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
SCC Meeting  
Budget request material due to SCC ( budget request and letter of intent  
Send Annual or Five Year Conservation plan to District Operations Manager  
Arbor Day observance  
State Envirothon Competition  
State Forestry Competition  
Identify issues for IASCD resolutions

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**June**      Send SCD board meeting minutes and monthly financial report to SCC Boise Office  
End of SCC/SCD fiscal year (June 30)  
Quarterly State and Federal employee tax reports  
Develop IASCD resolutions  
Election material sent to SCD's in even numbered years  
Inland Empire Natural Resource Youth Camp (Coeur d' Alene)  
Natural Resource Camp (Ketchum)

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